

**Props – Borrowed/Returned**

Production: \_\_\_\_\_

Theater: \_\_\_\_\_

Date: \_\_\_\_\_

SM: \_\_\_\_\_

The following item(s) was/were borrowed

on \_\_\_\_\_, by \_\_\_\_\_  
(date) [name (signature) of individual authorized to lend]

for \_\_\_\_\_  
(name of company/institution)

\_\_\_\_\_/\_\_\_\_\_  
(address) (phone)

Description of Item	Condition	Date to be Returned

The items above were returned in satisfactory condition on \_\_\_\_\_  
(date)

\_\_\_\_\_  
[signature of individual  
authorized to accept returned  
item(s)]

Instructions on use of this form may be found in STAGE MANAGEMENT (7<sup>th</sup> edition), Allyn & Bacon, p. 156-158 , and Figure 10-2, p. 157.